

BEST COPY
Available

30 June 1960

MEMORANDUM FOR: Chief, Printing Services Division, Office of Logistics
THROUGH: Chief, Administrative Staff
SUBJECT: Pay Administration of GP Schedule Employees
REFERENCE: Memorandum for Chief, Payroll Branch, Fiscal Division
from Chief, Printing Services Division, OL dated
23 June 1960. Subject: Pay Administration

1. In the administration of pay for employees paid on the GP schedule the practice in the Agency has been to follow the system established by the Government Printing Office. Similarly for General Schedule employees, Lithographic Wage Board employees and Army-Air Force Wage Board employees the Agency practice has been to follow the policies and regulations established for the category of employees. While this may result in certain inconsistencies between schedules, on the whole this is considered a more equitable arrangement.
2. Under Government Printing Office practice and policy when a GP schedule employee is on the night shift he receives the established night differential of 15 percent. This applies when his tour of duty exceeds four hours between 6:00 P.M. and 6:00 A.M. When such an employee is detailed to the day shift he loses this night differential. The Government Printing Office makes no distinction between assignments at the request and convenience of the organization, or otherwise. Further it must be considered that the assignments of employees generally are at the request and convenience of the organization and the fact that this is the reason for assignment is not a basis for payment of a night differential. Night differential is for the purpose of compensating an individual for the inconvenience and presumable hardship of working at night. When an employee is not assigned on the night shift even for a period of one day there is no basis for granting him this additional compensation.
3. With respect to an employee on an established night tour who works regular or irregular overtime the current Agency practice is correct. Under Government Printing Office policy, such an employee is

JOB NO. _____ BOX NO. _____ FLD NO. _____ DOC. NO. 2 **NO CHANGE**
(IN CLASS) /DECLASS/ /CLASS CHANGED TO: TS S C RET. JUST. 2
NEXT REV DATE 1 Feb 80 REV DATE 1 Feb 80 REVIEWER 2525 TYPE DOC. 02
NO. PGS 2 CREATION DATE _____ ORG COMP 32 OPI 32 ORG CLASS 1
REV CLASS U REV COORD. _____ AUTH: HR 70-1

CIA INTERNAL USE ONLY

CIA INTERNAL USE ONLY

entitled to have his overtime computed at his night rate including
15 percent night differential regardless of when the overtime is worked.

FOR THE DIRECTOR OF PERSONNEL;

CG 31-48


Chief, Salary and Wage Division

STATINTL

CONCURRENCE:

Chief, Fiscal Division

Date

Distribution:

- O & 1 - Addressee
- 1 - C/Fiscal Div
- 1 - D/Pers
- 2 - SWD ✓

OF/SWD,  tw (30 June 60)

STATINTL

CIA INTERNAL USE ONLY

ILLEGIB

Approved For Release 2001/08/08 : CIA-RDP78-03578A000600090002-6

Next 6 Page(s) In Document Exempt

Approved For Release 2001/08/08 : CIA-RDP78-03578A000600090002-6